

REPORTS INVENTORY						DDSD/OL/PD - 11	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT	
Base Contracts Quarterly Report						<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
<input checked="" type="checkbox"/>		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
Orig & 3		Quarterly				PMS, CSS, OL/PD	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Memorandum		<input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input type="checkbox"/> NO				OL/PD Note No. 8 dtd 12 Apr 68 10 Jun 68; D/L Memo dtd 15 May 69	
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
PD/CSS							
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS- 4-1	\$2.81		3 hr.		\$8.43		4 \$33.72
GS-13-6	\$9.40		1 hr.		\$9.40		4 \$37.60
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$71.32	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
To provide the mechanism for control of Basic Agreements and facilitate the prompt transfer of administrative responsibility for specified Basic Agreements to cognizant Directorate Contracting Officers in accordance with Procurement Note No. 8, dtd 12 Apr 68. Also to provide information to be disseminated to decentralized Contracting Teams regarding Basic Agreements.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) Responsibility for this report is included in the functions of Proc. Management Staff (LI-1-15 and 17 Apr 70), but is presently being prepared in PD.						<input type="checkbox"/> MAN-HOURS <input type="checkbox"/> DOLLARS STAT	
16. DATE OF INVENTORY						18. EXTENSION	
22 Sept 70							
17. NAME AND TITLE OF PERSON FURNISHING INFORMATION							
Approved For Release 2006/11/13 : CIA-RDP75-00300R000100130159-8							